

Adopted: _____

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Director of Technology

**CERTIFICATED
CLASSIFIED:** Classified

REPORTS TO: Associate Superintendent/
Education Services

EVALUATED BY: Associate Superintendent/
Education Services

QUALIFICATIONS:

Knowledge of:

- Principles and practices of data processing, project management, administration and evaluation; database management and systems applications.
- Principles and practices of the establishment, installation and maintenance of a district-wide telecommunications network, operational characteristics and requirements of computer hardware and peripheral equipment including audio-visual systems and digital imaging and recording equipment.
- Principles and practices of organization, administration and personnel management including supervision, training and performance evaluation, budget preparations and administration.
- Applicable federal, state and local laws, procedures and regulations.
- Effective communication techniques.

Ability to:

- Direct and evaluate the operations and activities of the technology department including, district wide telecommunications network and the installation, repair and use of electronic equipment, software and computer peripherals.
- Design, develop, implement, direct, review and evaluate the strategic district wide technology planning including instructional and administrative applications.
- Analyze strategic direction of district strategic plan for technology, provide solutions and future direction in support of plan and district goals and objectives.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Conduct regular training and in-service sessions for district personnel.
- Work collaboratively with others to support Technology Plan objectives.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under direction of the Assistant Superintendent of Education Services, plans, develops, implements, directs, reviews and evaluates the programs and activities of the technology department. Programs and activities include: district-wide telecommunications network and the installation, repair and use of electronic equipment, software, and computer peripherals. Takes action to ensure that the technology-related mission and goals of the district are realized.

TYPICAL DUTIES:

- Directs and coordinates the school district's information management system and other technology-based services
- Provides the leadership and direction needed to improve administrative operations through more effective use of technology; forecasts needs and requirements
- Works collaboratively with Educational Services and Student Services to implement applications in instructional technology that enhance student achievement in all subject areas
- Works collaboratively with Business Services and Human Resources to implement and support applications and training that support administration and professional growth
- Supervises, trains, assists, guides and evaluates all classified staff under his/her direction
- Assigns technology staff priorities and activities; monitors work flow
- Develops, implements and oversees the Strategic Plan for Technology
- Initiates innovative applications of information technology across the institution through consultation and collaboration
- Directs and coordinates the management of the district's internal and external web sites; collaborates with content providers in departments and sites; manages access and security
- Supports use of technology at school sites and allocates resources to align with priorities
- Seeks and acquires additional financial and technology resources to support the district's work related to technology use
- Develops and delivers reports as needed to grantors, funding agencies, Board of Trustees, district personnel and others
- Supports district reporting activities (CBEDS, SARCs, etc.)
- Keeps current on new technologies, technology grant opportunities, and Federal, State and local opportunities and/or constraints
- Develops and monitors technology budget; maintains appropriate fiscal records
- Represents staff and District at meetings and conferences

Education and Experience:

Any combination of education, training, and/or experience that demonstrates ability to perform the required duties. A typical qualifying background would include a bachelor's degree and five years of increasingly responsible comprehensive information/educational

technology experience and/or course work equivalent to a master's degree in information systems, educational technology, computer science or a closely related field.

ADA Essential Functions:

When performing the duties of this job, the employee is regularly required to sit, walk, and stand, sometimes for prolonged periods of time; operate a computer and keyboard; maintain visual acuity to review written documentation; hear and understand speech at normal room levels and on the telephone; operate a computer and related software, printer, copier, calculator and fax machine; drive a vehicle to conduct work at school sites.